

## AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

<b>Position Title:</b>	Work Order Clerk	<b>Announcement No.:</b>	55/04
<b>Level of Position:</b>	FSN-05 FP-9 (to be confirmed by Washington)	<b>Opening Date:</b>	04/22/04
<b>Hiring Level:</b>	FSN-04 or 05 (depending on qualifications) or its grade equivalencies: FP-AA, FP-09	<b>Closing Date:</b>	05/06/04
<b>Work Schedule:</b>	40 hrs. per week	<b>Agency/Office:</b>	GSO/BM

**Eligibility:** AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

### **Duties and Responsibilities:**

- Receives request for maintenance and repairs from offices and occupants of government own or leased properties, types work orders, distributes them, follow up, reviews WO returned to ensure all information has been included. Maintains files of completed WO. Prepares requisitions for building materials. Arranges with occupants a suitable time to perform work in their quarters, organizes and maintain current log of all keys kept in GSO corresponding to residential quarters.
- **Provide assistance in translation of documents (technical, legal, proposals, correspondence, etc) from Spanish to English and reverse.**
- **Prepare forms requesting security clearance for entry of contractors and follow up. Arrange provision of cleared American escorts.**

### **Required and Desired Skills, Knowledge and Abilities:**

- Completion of secondary school.
- Minimum of two years of clerical experience relating to maintenance management.
- Fluent written and spoken English and Spanish are required (Level IV)
- Ability to translate technical documents and reports in English and Spanish is required.
- Tact, initiative, resourcefulness, drafting ability, dependability and ability to work cordially with co-workers, customers and vendors.
- Must have experience in Windows-based software packages.

### **Selection Process:**

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

### **To Apply:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

### **Submit Application to:**

- Via e-mail to: ([buenosaires-rrhh@state.gov](mailto:buenosaires-rrhh@state.gov))
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina